



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 47 - 09

OPEN TO: **All Interested Qualified Candidates**

POSITION: **Project Management Assistant (Communication),
FSN-4005-8**
(Salary approx. Tk. 44,550 per month)

OPENING DATE: **June 18, 2009**

CLOSING DATE: **July 06, 2009**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Project Management Assistant in the Office of Population, Health and Nutrition (OPHN).

BASIC FUNCTION:

This Project Management Assistant position is located in the Office of Population, Health and Nutrition, which is responsible for design, implementation and achievement of USAID/Bangladesh's public health Strategic Objective (SO): Improving People's Health in Bangladesh. The primary purpose of the position is to provide program and project management support to four technical/professional staff for five program activities that contribute to attaining the desired results under this SO and to be responsible for OPHN's communication and public outreach activities. The



incumbent will have major responsibility for the office's monitoring and evaluation tasks and will assist the USDH PHN Office Director and Deputy Director in program monitoring, implementation and reporting. S/he will act as the Program Agreement (PROAG) reporting coordinator with the Ministry of Health and Family Welfare (MOHFW) and be responsible for compiling required reports and scheduling and documenting all bilateral meetings.

MAJOR DUTIES AND RESPONSIBILITIES:

Program/Project Management Support:

The Project Management Assistant drafts, prepares and processes project documentation related to normal activity and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents as required for the OPHN Team. Such documents may include internal memos, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and other numeric data. S/he also prepares draft and final documents using computer software such as Microsoft Word, PowerPoint, and Excel. S/he manipulates data, as appropriate, and prepares final versions of documents. S/he undertakes site visits and monitors project progress on the ground, and in so doing, identifies and reports on implementation problems or delays. S/he prepares written reports on site conditions to provide feedback and suggest changes and corrective measures to the Contracting Officer's Technical Representatives (COTRs). S/he collects expenditure information and prepares accrual information, compiles financial reports and presents them to the Project Management Assistant-Finance for PHN team reports to Program Team and Financial Management Team.

Communications:

The Project Management Assistant takes lead responsibility for OPHN's outreach and communications functions, working closely with COTRs and US staff in OPHN and with the Program Office. S/he drafts briefing/publicity materials including project briefs, sector profiles, activity summaries, success stories and weekly reports to Mission Director and/or Ambassador. S/he is responsible for establishing, maintaining and managing a database of outreach and communication material, consisting of written and visual content. S/he is the OPHN coordinator for special events, including logistics arrangements both internal and external, drafting of scene-setters, talking points and speeches.

Data Analysis and Reporting (M&E):

The incumbent is responsible for conducting OPHN's performance monitoring and evaluation tasks and participates actively in the design of performance indicators, survey instruments and evaluation statements of work. S/he



conducts data quality assessments and collects and organizes project data, reports, charts, tables and similar material that are used to monitor and manage sector development programs. The incumbent will periodically update the OPHN portion of the Performance Monitoring Plan (PMP), Data Quality Analysis (DQA), and Results Analysis.

Under the guidance of the activities' COTRs, s/he conducts site visits for the purpose of monitoring and evaluation. The incumbent compares and verifies information collected through interviews with customers to information supplied by implementing partners to assess reporting quality and accuracy as well as validate data.

S/he leads other PHN staff to develop and maintain a system for tracking earmarks, monitoring their implementation and documenting their results.

Design and Implementation Documentation:

As the coordinator for Program Objective Agreement (PROAG) reporting with the MOHFW, the Project Management Assistant maintains the contact lists for Technical Working Groups and for the Program Steering Committee (bodies that monitor PHN implementation) and drafts correspondence with these groups. S/he is responsible for drafting reports to the groups and, working with the Project Management Assistant-Budget and the Program Office, prepares and submits the yearly PROAG budget and quarterly financial report to the MOHFW.



Security Functions in Position Description:

- The incumbent is responsible for operating USAID information system and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:
- Separation of Duties- That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a “check” on other actions within the process. This “compartmentalizes” the independent actions, and decreases an individual’s ability to perform multiple actions or to complete the entire process, which result in a security breach.
- Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to know – That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect that information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

1. **Education:** Possession of a College (defined as two years full-time post-secondary study) or Bachelors degree in Social Science or related field which provides skills to understand and analyze project management, implementation issues, monitoring and evaluation and gender issues is desirable.
2. **Language Proficiency:** The Incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla.
3. **Prior Work Experience:** At least three to five years of progressively responsible experience in development assistance or related work is required. At least 2 years experience in data information management and/or mass communication, public relations is desirable. A post-graduate degree in Public Health can be substituted for three years of experience.



4. **Knowledge:** A sound knowledge of the nature and goals of development assistance in the area of public health. A broad understanding of Bangladesh's economic, social, cultural and political characteristics. Good working knowledge of the objectives and methodology of development assistance in relation to project management; monitoring and evaluation; budgeting; reporting; project documentation; and outreach communication.
5. **Skills and Abilities:** Excellent writing skills and the capacity to present complex information accurately, succinctly and creatively for a variety of target audiences. Strong organizational skills, analytic ability and initiative to prioritize and complete tasks and manage multiple projects with minimal supervision. Ability to establish and maintain collegial relations with government, NGO and other private sector contacts. Excellent interpersonal skills to ensure effective team relations. Strong, professional computer skills in the full range of MS Office software, including spreadsheet, database, PowerPoint and graphics.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter. Blank application



forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South barrier (near Vatican Embassy)

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. Resume's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

Please refer the Vacancy Announcement Number in the application. It is mandatory.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies. The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

EXO/HR